



Medic

This position description is intended to describe the general nature and level of work being performed by people in this category. It is not intended to be an exhaustive list of all responsibilities, duties and skills required of people in these positions.

Work Team:	Human Resources/Safety
Reports To:	Human Resources Manager
Position Classification:	Long-Term Volunteer, Seasonal Head Volunteer, Short-Term Volunteer (for returning volunteers)
Length of Service:	2+ week, 3+ months, or 1+ year commitment

POSTION SUMMARY

The primary role of the Village Medic is to provide health care for villagers on a 24/7 on-call basis, within the bounds of established policies and protocols and within the guidelines of their professional licensure. Further, the Medic provides education to the staff and guests about health and safety, particularly in the realm of communicable disease issues. The Medic manages all aspects of the First Aid Station and is sometimes involved in recruiting, maintaining and training of the Holden Village First Response Team.

MAJOR FUNCTIONS (principal duties and responsibilities)

Specific responsibilities include but are not limited to the following:

- Provider of ambulatory care
 - Maintain regular office hours at the First Aid Station so that routine care is readily accessible.
 - Deliver care within the guidelines of practitioner's professional license and margin of comfort, remembering always that we are not meant to be a Primary Care walk-in clinic.
 - Review health forms of future staff, noting any medical conditions that may create difficulties in a wilderness setting.

- Maintain necessary health care records and assure their confidential storage. If there is an illness or injury of any real consequence, these records should be printed out and given to patients when they leave the Village.
- Update, revise and re-sign the standing orders with the physician sponsor in Chelan on an annual basis.
- Establish and maintain professional relationships with down lake health care professionals, e.g. physicians, EMS, pharmacy, health department.
- Provider of emergency care
 - Coordinate and deliver emergency care to injured or ill villagers.
 - Determine, in consultation with a Village IC, whether an injured/ill person needs to be evacuated from the village. (See First Response Plan)
 - Assure, as much as possible, 24/7 emergency care coverage for the Village.
 - Working closely with the Operations Manager, coordinate and provide education for the Holden Village First Response Team.
 - Assist the Operations Manager with keeping the Village First Response Team Plan current.
 - Assist the First Response Team members in maintaining the emergency packs, equipment, and supplies to ensure their readiness.
 - Monitor availability of health care personnel in the Village who may be able to assist with an emergency.
- Manager of First Aid Station
 - Prepare, submit and work within a departmental budget.
 - Maintain an adequate inventory of medications, supplies and equipment to render routine and emergent patient care.
 - Maintain equipment utilized in First Aid Station and by the First Response Team.
 - Assure the security of controlled substances according to the guidelines of the individual's Practice Act and maintain records of their use.
 - Review and revise the First Aid Station Turnover file annually, as necessary.
 - Correspond with persons who make donations of supplies and medications. Invite contributions of frequently used items.
- Supervisor of back-up Medics
 - Orient back-up Medics to Medic Roles and Responsibilities.
 - Schedule back-up Medics to cover at least 48 hours per week of care and call time in the summer and 24 hours per week in the winter.
 - Consult with Staff Coordination regarding recruitment of qualified healthcare professionals.
 - Assure the back-up Medics are licensed in Washington State.
- Village Education and Sanitation Overseer
 - Be aware of hazardous chemicals used in the village and help educate staff regarding safe use and storage of such chemicals.
 - Serve on the Village Safety Committee
 - Educate Area Heads of Narnia and Miners/Jr. Miners regarding safety issues and basic first aid for children
 - Teach applicable staff about the CDC guidelines for handling all body fluids.

- Collaborate with food service coordinators in establishing and revising standards and procedures for sanitation in the food handling and utensil cleaning areas.
- Teach health promotion and disease prevention to Villagers as requested.
- Offer to provide health classes and first aid teaching to the school.

KNOWLEDGE, SKILL & ABILITY REQUIREMENTS

Specific knowledge and skills include but are not limited to the following:

- Currently licensed as a physician or nurse (RN, ARNP or LPN). Certified Physician Assistants are acceptable only with prior agreement with our downlake Medical Sponsor.
- Good assessment skills, sound judgment and the ability to work independently are essential. Previous experience in the applicants chosen healthcare field is essential to the solid foundation of knowledge and judgment required in this position.
- Basic CPR certification is required; Wilderness First Response certification is desirable.

COMMUNITY EXPECTATIONS (particular knowledge/skills related to living and working in the Holden Village community)

Long-Term Volunteer

- Enthusiasm for and ability to work in a remote wilderness setting.
- Willingness to participate in a mutual review after 6-months.
- Pledges to work in ways that support and fulfill Holden Village's [Mission, Vision, and Values](#) and commits to the terms of the [Community of Practice Agreement](#).
- Abides by Holden Village's [Community Health Protocols and Practices](#).
- Extends genuine hospitality to all villagers.
- Upholds and works to further Holden Village values of diversity, equality, respect, sustainability, and spirituality as articulated in the [Strategic Plan](#).
- Be a community leader and role model by serving the village in roles such as First Response Team, Fire Brigade, Worship, and other program events and activities.
- Help new staff and volunteers integrate into the community.
- Commits to staying up-to date on all required vaccinations, including COVID-19.

Seasonal/Short-Term Volunteer

- Enthusiasm for and ability to work in a remote wilderness setting.
- Pledges to work in ways that support and fulfill Holden Village's [Mission, Vision, and Values](#) and commits to the terms of the [Community of Practice Agreement](#).
- Abides by Holden Village's [Community Health Protocols and Practices](#).
- Extends genuine hospitality to all villagers.
- Upholds and works to further Holden Village values of diversity, equality, respect, sustainability, and spirituality as articulated in the [Strategic Plan](#).
- Commits to staying up-to date on all required vaccinations, including COVID-19.

COMPENSATION & BENEFITS

As a Long-Term Volunteer, you are eligible for the following compensation and benefits:

- \$550/month stipend
- Food (three meals/day)
- Housing, utilities, internet access
- Free parking at Fields Point
- Health insurance (medical, dental and vision)
- Basic life insurance
- Life Flight membership (emergency helicopter transportation based on medical need)
- Simple IRA account
- 37 "out" days per year
- 14 one-way boat tickets per year
- 21 friends & family days and 21 half-price friends & family days per year
- Completion bonus and health insurance grace period upon completion of term, equivalent to the length of term.
- Access to amazing hiking opportunities, community events, teaching sessions, art studios and other educational opportunities!

As a Summer Seasonal Head, you are eligible for the following benefits:

- \$350/month stipend
- Food (three meals/day)
- Housing, utilities, internet access
- Free parking at Fields Point
- Boat tickets commensurate with length of commitment
- Out days commensurate with length of commitment
- Friends & family days commensurate with length of commitment
- Access to amazing hiking opportunities, community events, teaching sessions, art studios and other educational opportunities!

As a Short-Term Volunteer, you are eligible for the following benefits:

- Food (three meals/day)
- Housing, utilities, internet access
- Free parking at Fields Point
- Access to amazing hiking opportunities, community events, teaching sessions, art studios and other educational opportunities!